

MINUTES

P-20 Longitudinal Data System Advisory Council

December 12, 2011

1:30 p.m. – Ottawa Building

Conference Room 4

Council Members Present:	Brian Barber – Public schools Toni Glasscoe – Community colleges Jeffery Guilfoyle – General public James Gullen – Public schools Leena Mangrulkar – Public schools Kristina Martin – Public schools Laura Schartman – Higher Education Glenna Schweitzer (alternate) – Higher education John Summerhill – Public schools
Council Members Absent:	Timothy Nelson – Community colleges Michelle Ribant – Public schools
Ex Officio Members Present:	Glenn Gorton (alternate) – DTMB Robbie Jameson – SBO Joseph Martineau (alternate) – MDE Liza Estlund Olson – MEDC Karen Roback (alternate) – ECIC Anne Wohlfert (alternate) – Treasury
CEPI Representatives:	Trina Anderson Paul Bielawski Melissa Bisson Tom Howell Mike McGroarty

I. Welcome – Tom Howell, director, (CEPI)

- The meeting was called to order at 1:36 p.m. with a welcome by Tom Howell.

II. Prior Meeting Minutes – Tom Howell

- An overview of the minutes from the prior meeting was provided:
 - Teacher-Student Data Link (TSDL) progression
 - Michigan e-Transcript Initiative - what transcript data has been collected, research team is working with these data and how the Initiative has been received by high school and postsecondary staff
 - Unique Identification code (UIC) extension project into institutions of higher education (IHEs), early childhood and adult education programs

- Michigan Statewide Longitudinal Data System (MSLDS) cell suppression issues such as how much of the aggregate data should be publically displayed by district and building level
- Michigan Student Data Portal (MiSchoolData) functionality, usability findings and next steps for site improvement
- Community college report "wish list" for the MSLDS and portal.
- Tom asked for the motion to approve the minutes.
- A motion to approve the minutes of the meeting held on August 4, 2011 was made by
- Brian Barber.
- The approval was seconded by John Summerhill.
- The minutes of the meeting held on August 4, 2011 were approved by unanimous consent of the Council.
- Tom briefly covered the agenda for this meeting and the discussion topics.

III. MI School Data Web Portal – Paul Bielawski, school data manager, CEPI

- Paul reminded the Council that the September 2011 portal milestone was driven by specific mandates such as getting a number of reports posted by the deadline (e.g., Postsecondary Enrollment by High School). Now that the September 2011 deadline has been met, the portal is focusing more on usability testing and aesthetics.
- Paul provided an update on the recent activity and additions to the site:
 - Usability testing was conducted. Some highlights of the usability findings include:
 - Users do not read on-screen text, so a determination must be made regarding how much space should be devoted to the text
 - Report settings are not intuitive
 - Top tabs and data tables worked well
 - Left hand navigation item did not change color to indicate 'active'
 - Student summary tabs were not helpful
 - Gathered/reviewed user feedback
 - The site needs some tweaking, but overall it is great
 - Perhaps include short 'tour' videos and link to census data
 - Site experience improvements have recently focused on revising the location setting tool, integrating report settings into the displays and refining portal aesthetics. Paul presented numerous slides on these improvements and proposed long-term changes.
- CEPI reviewed portals from other states and selected an example of Rhode Island's site on "data stories" to consider implementing. Paul showed a slide depicting what a data story page could look like on MiSchoolData.
 - The Council discussed suggestions for addition of data to the portal such as GED data and drill-down capabilities to match other student data portals in the state.
 - The Council discussed status codes for IHE data collection to better track dropouts. A workgroup will explore codes and reporting options.
 - The IHE members of the Council proposed to mimic established internal processes for assigning authorized secure access to other applications/data at their institutions; the current key-holder for secure access (e.g., Michigan Education Grant System and Integrated Postsecondary Education Data System) to applications can also be the MiSchoolData key-holder authorized to grant secure access to the portal.

IV. Michigan Statewide Longitudinal Data System (MSLDS) – Mike McGroarty, longitudinal data manager, CEPI

- Mike provided an update on the MSLDS accomplishments such as completing or continuing data load testing.
- Michigan is one of only three states who met deliverables by September 30, 2011 and included in the MSLDS some outstanding elements such as:
 - Extension of the UIC to postsecondary institutions
 - Collection of postsecondary academic records
 - Collection of data matching K-12 teachers to students
- The next phases will complete K-12 assessment data loading, extraction testing and identifying more report requirements. These include early childhood data, career and technical education data, K-12 staffing data and K-12 financial data.
- Currently, CEPI is performing a lot of extraction, transformation and loading processes. OLAP cubes will be developed to slice and dice the data, which feeds the portal. The data for the portal will come from these cubes.
- CEPI's 140+ compliance reports will be produced using these OLAP cubes/automated reports.
- Mike and Melissa presented sample mock-up reports of an IHE transfer report, which appears on the community college report "wish list" for the portal.
 - The Council discussed examples of what reports the high school would like to see in terms of the IHE data collected. These include the percent and types of remedial coursework the student took while at an IHE.

V. Unique Identification Code (UIC) and FERPA – Trina Anderson, student data manager, CEPI

- Trina discussed the IHE UIC extension project in terms of UIC resolution functionality. During the 2011 IHE Request for UIC Collection, if there were multiple student record matches in the Michigan Student Data System (MSDS) on the four core fields or possible matches within the matching logarithm threshold, a new UIC was generated for that student/student record.
- For the 2012 collection, UIC resolution will be enabled based on a recommendation by the Adult Learner workgroup. Trina then discussed what impact this will have on IHEs in terms of workload. The total time required to perform all UIC resolution, on average per IHE will be about 1.7 hours.
- Trina then discussed the progress with extending the UIC into early childhood and adult education.
 - Early childhood – Head Start grantee successfully obtained UICs in November 2011 and incorporated the UIC into their local system.
 - Adult education – Pilot UIC matching with adult education students in the Michigan Adult Education Reporting System (MAERS) resulted in an 80% match, which is really good. The Michigan Economic Development Corporation (MEDC) will provide older data from MAERS to get UICs on those students.
- The Family Educational Rights and Privacy Act (FERPA) revisions were released by the US Department of Education. Trina shared the key changes to the privacy and enforcement of FERPA in addition to what this means in terms of MSLDS/portal reporting of data such as:

- Allows the state to disclose data back to IHEs, high schools and early learning programs the outcomes of their students for purposes of evaluating education programs.
- Education programs was broadened to include job training, adult education, postsecondary and early childhood.
- The Council recommended engaging the adult learner workgroup to discuss the types of reports their institutions provide back to high schools as well as recommending some high school representatives be engaged in that discussion. The National Student Clearinghouse Student Tracker report is a good place to start as a baseline to begin these discussions.

VI. MSLDS Report "Wish List" Discussion – Melissa Bisson, adult learner data analyst, CEPI

- Melissa introduced the wish lists submitted to CEPI by the public community colleges and universities. These lists are working documents meant to serve as starting points when discussing reports IHEs would like to see provided by the portal. These lists were generated based on the data collected by CEPI from IHEs in the Student Transcript and Academic Record Repository (STARR) application.
 - The Council discussed which reports are most likely to be completed by the MSLDS and presented in the portal first. Some business rules surrounding the data were touched on as well as if federal data collection applications will allow the state to create reports on behalf of the IHE
 - Mike McGroarty will document the fields researchers like to know about K-12 data so that IHEs can get a sense of the data to be included in a general "data dump" report back to the IHEs.

VII. Closing – Tom Howell

- Tom thanked everyone for their contributions.
- The next meeting will be scheduled for the end of April 2012 and a touch-base conference call will be scheduled for the middle of February 2012.
- The meeting adjourned at 4:04 p.m.